

PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Philip Morris Companies Inc.
Philip Morris Management Corp.
Philip Morris International
Philip Morris Capital Corp.

RECORDS MANAGEMENT PROGRAM QUESTIONNAIRE

TO: HUNTON & WILLIAMS
Ray V. Hartwell, III, Esquire
Arthur J. DeBaugh, Esquire
Post Office Box 1535
Richmond, Virginia 23212-1535

FROM: Name: Joshua Frazier

Title: Fire Safety Coordinator

Department: Headquarters Services

Division/functional area: Security/Reception

Immediate supervisor

and title: James L. Wegman, Security Manager

2041276131

DEFINITIONS

RECORDS - Any generated or received paper, book, photograph, microform (microfilm or microfiche), map, drawing, chart, card, magnetic tape or other computerized information, or any copy or printout thereof. Records include not only official files, central files, and stored files, but also all records relating to the Company's business regardless of their physical location, including records kept in your desk, credenza, home, car, etc.

RECORD CATEGORY - Any group of related records which are normally used and filed as a unit and permit evaluation as a unit for purposes of setting retention periods. A record category is not necessarily a file folder title. Good examples of record categories are: Purchase Orders; Budgets; Performance Appraisals; Status Reports; Managers' Meetings. Exhibit A is a list of some commonly used categories.

PLEASE COMPLETE THE FOLLOWING FULLY AND CAREFULLY:

1. Exhibit B is the records retention schedule which is meant to apply to your department's records. If you believe a different retention schedule applies to your area, please attach a copy of such schedule. If your department uses a method other than a formal retention schedule to determine how long records should be kept, please describe this method and provide copies of all relevant materials.

2. Please list all categories of records currently maintained by your department in its office area or on-site. Provide the record category name, the approximate chronology (or year of the earliest dated document in the category), the retention period, and how the retention period is determined (for example, by a records retention schedule, through general office practice or routine, etc.). Make additional copies of this page if necessary.

CURRENT DEPARTMENT RECORDS CATEGORIES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
-----------------	-------------------	-----------------------------	---------------------------

2041276133

3. Please list all categories of business-related records currently maintained by personnel in your department in their desks, credenzas, work areas, homes, etc. Such records include daytimers, working copies of ongoing project files, drafts of reports, or other materials that are not part of a shared file. Provide the category, chronology, retention period, and how this retention period is determined. Make additional copies of this page if necessary.

CONVENIENCE FILES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Loading Dock Log Sheets	1989	Current	G.O.P.
Hazardous Materials	1986	Per./Updated	G.O.P.
Employee Report of Injury	1982	5 Years	OSHA Regulations
OSHA Information	1982	5 Years	OSHA Regulations
Material Safety Data Information	1986	Current	G.O.P.
Floor Plan Revisions	1986	Current	G.O.P.
Fire Safety Director Information	1982	Per.	NYCPD
Breathing Apparatus Instructions	1980	Per.	Training Material
Security Training	1979		G.O.P.
Awareness Meeting Information	1980	C+1	G.O.P.
Bomb Threat Information	1987	Current	G.O.P.
120/100 Park Avenue Alarms	1982	Per.	G.O.P.
Minority Vendor Activity	1985	C+2	G.O.P.
7th & 8th Floor Computers Training	1987	C+1	G.O.P.
Halon Systems			
Fire Wardens (120 Park) Availability	1990	C+1	G.O.P.
Fire Equipment Records (Original)	1982	Per.	G.O.P.
Midtown Fire Inc.	1989	C+2	G.O.P.
J & J Fire Services	1986	C+2	G.O.P.
Walker Thomas Associates	1989	C+2	G.O.P.
Fire/Smoke Conditions 100/120	1982	Per.	G.O.P.
Fire Alarm System Testing	1988	Per.	NYCFD Regulations
Original Copy Fire Safety Plan	1982	Per.	NYCFD
Fire Prevention Week Information	1988	C+1	G.O.P.
Fire Department Correspondence	1983	Per.	NYCFD Regulations
Fire Drills - Memos	1982	Per.	NYCFD Regulations
Fire Warden Meetings	1988	C+1	G.O.P.
Fire Brigade Training	1983	C+1	G.O.P.
Fire School Information Class	1987	Current	NYCFD Regulations
Listing/Persons Handicapped	1987	Current	NYCFD Regulations
Smoke Damper Control Tests	1986	Per.	Ins. Co. NYCFD Regulations
Sprinkler System/Building Inspections	1989	Per.	Ins. Co. NYCFD Regulations
Memo's To/From Wegman, McInerney	1987	C+1	G.O.P.
OTIS Elevator Inspections & Info.	1982		
NYC Dept. of Buildings	1982	Per.	NYC Building Dept.
Insurance Reports (120 Park)	1982	C+2	

3. Please list all categories of business-related records currently maintained by personnel in your department in their desks, credenzas, work areas, homes, etc. Such records include daytimers, working copies of ongoing project files, drafts of reports, or other materials that are not part of a shared file. Provide the category, chronology, retention period, and how this retention period is determined. Make additional copies of this page if necessary.

CONVENIENCE FILES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Integrated Fire 100 Park	1986	C+2	G.O.P.
Emergency Medical Response	1988	C+1	G.O.P.
Fire Wardens Meetings	1985	C+1	G.O.P.
Fire Extinguishers 100 Park	1981	C+5	NYCFD Regulations
Fire Wardens & Handicapped	1990	Current	G.O.P.
Fire Drills 100 Park	1979	Per.	NYCFD Regulations
Fire Warden Organization	1990	C+1	G.O.P.
Fire Department Correspondence 100 Park 1987		Per.	NYCFD Regulations
System (3) Panel Records	Org.	Per.	G.O.P.
Radon Test Carlstadt	1988	C+1	G.O.P.
Security Signs (Doors) 100 Park	1988		G.O.P.
Insurance Reports (100 Park)	1988	C+2	G.O.P.
DHL Service Awards	1988		
CPR	1986	C+2	Regulations Expire Date
Firemen Elevator Test Book	1989	Per.	NYCFD Regulations
Firemen Inspection	1982	Per.	NYCFD Regulations

4. Exhibit C is a computer printout of all records or boxes your department has sent to QRSA, Iron Mountain, or Carlstadt. Please review this list for completeness and accuracy. From this printout, please determine what categories of records your department has stored at QRSA, Iron Mountain, or Carlstadt and list those categories below. If you know of other categories of records in storage not listed on Exhibit C, or if you store records in a different off-site facility, please provide the category, the location of the stored files, the approximate chronology, the retention period, and how this retention period is determined. Make additional copies of this page if necessary.

STORED CATEGORIES OF RECORDS

<u>Category</u>	<u>Location</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
-----------------	-----------------	-------------------	-----------------------------	---------------------------

2041276136

5. Please list all machine-readable or electronic categories of records maintained by your department, where the data are used or located (e.g., P.C., mainframe, floppy disks, etc.), the chronology, the retention period, and how the retention period is determined. Make additional copies of this page if necessary.

MACHINE-READABLE OR ELECTRONIC CATEGORIES OF RECORDS

<u>Category</u>	<u>Location/Type of Medium</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
-----------------	------------------------------------	-------------------	-----------------------------	---------------------------

6. State the number of employees in your department who maintain records to which the information provided in response to this questionnaire applies.

6 People

7. What laws, governmental regulations, etc., do you perceive as governing your departmental records or as requiring you to retain records?

NYC Fire Department regulations, OSHA regulations,
NYC Building Department.